

Winthrop University

2023-2024 Department of

Theatre & Dance

Student Handbook

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Advisement

Interaction between faculty and students is an integral part of the learning process at Winthrop. Individual advisement sessions between students and their advisers provide opportunities for students to learn more about the philosophy behind the required degree program as well as career opportunities in their field. Through stimulating informal discussions, the advisement process enhances learning that takes place in the classroom.

The academic adviser's primary role is to help the student plan a course of study so that courses required in a particular program are taken in the proper sequence. The adviser also helps ensure that the student is aware of all graduation requirements. Advisers can also help resolve and prevent academic problems, often referring students to the appropriate academic resource. At the beginning of each term, faculty post the office hours during which they are available to the students they advise and teach.

A faculty adviser is assigned to each student during initial course registration at Winthrop. The adviser and student meet one or more times during each semester to monitor the program of study, determine appropriate elective classes, and discuss general academic progress. It is the student's responsibility to schedule advising meetings. Advisers lift registration holds each semester so an advisee can register for classes. Students can change their department advisor by making a request in the Department of Theatre and Dance office.

The Theatre and Dance faculty also serve as mentors to students and assist them in preparing for auditions, supervise independent study projects and internships, and guide them in planning career paths. All faculty members may serve as mentors.

The adviser also assists the student in preparing for the Senior Audit. Students should apply for graduation upon earning 87 hours. The application for graduation serves as the official notification to the Registrar of the student's planned graduation date and also generates the ordering of the student's Senior Audit. An official review of the student's record is performed to verify remaining degree requirements only upon receipt of the application for graduation. The Office of Records & Registration will notify students upon Audit completion through the graduation pre-clearance letter.

It is the student's responsibility to notify the Office of Records & Registration of such changes. If a student is not enrolled at Winthrop for one calendar year the review is void and will require completion of a new application for graduation. Students can access their unofficial transcripts on Wingspan.

Minor in Dance

The Dance minor is an 18-hour program: Technique - 3 credit hours in Modern Dance and 2 credit hours in Ballet;

- DANT 200 (1) Improvisation
- DANT 298 (3) Dance Appreciation
- DANA 251 (1) Jazz Technique I **OR** DANA 252 (1) Jazz Technique II

2 additional hours selected from

- DANA 443 (1) Dance Production: Practicum
- DANA 444 (1) Dance Performance: Practicum **OR** THRA 173 (1) Technical Theatre Practicum: House Management

And 6 credit hours of DANT, DCED, or DANA electives or THRT 115 or THRA 173. Six hours must be in courses numbered above 299.

Dance Program Policies

Choreography and Senior Showcases—in order to ensure the quality of these productions, the dance faculty will review and approve all pieces for inclusion in the showcases.

Informances—informal performances of works, works-in-progress, or class works that will be shown in J235 or alternate sites. Students do not earn additional academic credit (e.g., DANA 443 or 444) for their involvement with *Informances* unless the work is a project for another class (e.g., DANT 201). They are scheduled as needed.

Dance Education majors must adhere to the requirements and regulations as set forth by the College of Education, Sport, and Human Sciences. In addition, dance education interns are typically prohibited to participate in outside activities during the semester they are enrolled in EDCO 402. Examples (though not an exhaustive list) of outside activities would include: Participation in dance productions on campus; Performing with dance companies; Leadership roles in student, social, professional, or community organizations; Employment. Exceptions May be made through a formal appeal process.

Dance Education majors are reminded that they may have to travel farther than students in other content areas for their field experience and/or internship because there are a limited number of dance education programs with certified teachers in school districts surrounding the Winthrop University campus. Please consider the need to travel, relocate, and/or make special housing arrangements during the field experience and/or internship semesters.

The class, DANA 442: Senior Showcase is an optional elective for Dance Education majors.

American College Dance Association Participation:

Faculty and students from the department regularly attend the regional American College Dance Association (ACDA). When the department chooses to allocate funds to support this travel, the policies below will apply to the process.

- The director of Winthrop Dance Theatre recommends the faculty piece to be entered in the adjudicated concert, and the Dance faculty confirms that recommendation.
- The instructor of DANA 442 recommends the student piece to be entered in the adjudicated concert, and Dance faculty confirms that recommendation. Upon

confirmation the department submits the information about these two pieces to ACDA.

- For proper representation at festival meetings and appropriate supervision of the student performers, two faculty members will be sent to the regional festival.
 - First preference includes the faculty choreographer of the piece approved from the Winthrop Dance Theatre concert and the instructor of DANA 442.
 - If the faculty choreographer or instructor of DANA 442 cannot attend, the Dance Program Director attends as a substitute.
 - If the Dance Program Director cannot attend, the Department chair identifies a faculty member to attend.
 - The two faculty members will submit travel funds requests to the College. The department will attempt to cover any unfunded travel expenses for these two faculty members out of remaining revenue allocated for ACDA after all registration fees are paid for faculty and students performing.
 - Additional faculty that desire to attend must pay their registration to department by 4:30 pm on Fall Study Day. Additional faculty members travel at their own expense.
- For students performing in pieces being performed at the festival, the department will pay their registration fee.
 - If the funds allocated by the department are not consumed by registration fees and faculty travel, then those funds can be applied to reimburse student travel expenses.
 - Additional funding for students can be requested through the undergraduate research office, and the supervising faculty members will take primary responsibility for making the funding application.
 - Additional students that desire to attend must pay their registration to department by 4:30 pm on Fall Study Day. Additional students travel at their own expense.
- Additional students and faculty members have no guarantee of a ride or accommodation with the participating faculty and students attending the festival.

Degree Programs and Requirements

The Department of Theatre and Dance provides a unique atmosphere in which students pursue studies in theatre and dance. A stimulating curriculum, taught by our faculty is available to students pursuing major, minor or general coursework. The department blends theoretical and academic aspects of theatre and dance with practical performance and production experience. Individual creativity is encouraged in choreography, directing, acting and design projects. A strong liberal arts foundation is provided through the College's general education requirements.

Requirements for each degree program are detailed in the [Undergraduate Catalog](#) for the year in which the student enters Winthrop. Students should read carefully and take responsibility for fulfilling all requirements.

The department offers a B.A. in Theatre with an emphasis in Performance, Design/Technical Theatre, Musical Theatre, or K-12 Teacher Certification, and offers a B.A. in Dance or K-12 Teacher Certification. Abbreviations in the Undergraduate Catalog and in the Schedule of Courses published for each semester are:

- **DANA** applied/studio courses in dance
- **DANT** theoretical courses in dance
- **DCED** education courses in dance
- **THRA** applied/studio courses in theatre
- **THRT** theoretical courses in theatre
- **THED** education courses in theatre
- **Dance courses offered**
- **Theatre courses offered**

Not every course listed in the Undergraduate Catalog is offered every semester or every year. While it may not be possible to follow this sequence exactly, the sequence charts will aid the student and the student's adviser in planning a personal program of study. You will also want to obtain an "advisement checklist" from your advisor. This form has space for you to check off your degree requirements as you fulfill them.

[View a course sequence chart for each program](#)

Special Topics Courses

Beyond the regular course offerings, Special Topics in Theatre and/or Dance are often offered. These courses are designed to be unique opportunities and no two special topics will have the same course objectives or syllabus. Special Topics courses will be announced and described prior to early registration each semester.

Independent Studies

Students are encouraged to design their own academic work through independent studies. These may be scholarly or creative in nature and may be arranged for one, two, or three hours of credit. Independent studies are monitored by a faculty mentor and should be designed in consultation with the mentor, the academic advisor, and the Department Chair. Independent studies may be arranged at any time during the academic year.

- [Dance Independent Studies \(pdf - 21 KB\)](#)
- [Theatre Independent Studies \(pdf - 20 KB\)](#)

Cultural Events Requirements

By graduation, each undergraduate student is required to attend three cultural events for every 20 hours completed at Winthrop University. It is the student's responsibility to make sure he or she regularly attends or participates in the approved Winthrop cultural events. Most departmental productions are approved cultural events.

Course Syllabi and Outlines

During the first week of classes, your instructor for each course will provide a syllabus and outline. This is a contract, which identifies the course objectives, grading procedures, and attendance policies as well as the schedule for class meetings and assignments. It is the obligation and responsibility of both the faculty and the student to observe the contract. The student should retain a copy of each syllabus and outline as a part of his or her academic records. Should you desire to transfer or attend graduate school, these will be invaluable in establishing your credentials. The determination of grades is the obligation and responsibility of the faculty. Grading policies should be clearly indicated on each syllabus, and communicated during the first week of classes.

Class Attendance Policies

Students are expected to attend classes and should understand that they are

responsible for the academic consequences of absence. The student is responsible for all requirements of the course regardless of absences. (See Class Attendance Policies in the Winthrop University Undergraduate Catalog for the complete policy.) However, professors may establish more stringent attendance policies. This is often the case with studio courses in theatre and dance where missed work cannot be made up independently. It is the instructor's responsibility to inform the student of his or her attendance policy. It is the student's responsibility to adhere to the policy.

Policies Regarding the Grade of Incomplete

If a student desires an extension on completing a theatre or dance course, she/he should consult with the instructor. Please refer to the department's policy for awarding the grade of incomplete.

Department Policies

Governance:

All policies and procedures are subject to the approval of the faculty of the Department of Theatre and Dance and of the department Chair. The Chair is the principal officer charged with the enforcement of policies and procedures, although it is the responsibility of all active members of the department to both monitor and adhere to them. It is the responsibility of the various committees to develop policies and procedures, develop curriculum, select production seasons, and plan future initiatives.

Committees:

- **Theatre and Dance Department**

Membership includes all faculty and the Chair. This is the primary legislative body of the department. It must approve all other committee recommendations. This committee meets typically once a month.

- **Theatre Faculty**

Membership includes all theatre faculty and the Chair. It serves as an advisory committee on all issues directly related to the theatre program. This committee meets typically twice per semester.

- **Dance Faculty**

Membership includes all dance faculty and the Chair. It serves as an advisory committee on all issues directly related to the dance program. This committee meets typically twice per semester.

Curriculum Committee

This committee is responsible for developing and overseeing the curriculum, including the preparation of new courses and recommending action on student petitions. This committee meets on an as-needed basis. Membership includes two full-time theatre faculty, two full-time dance faculty, two student members from the Chair's Advisory Council (one theatre and one dance major), and the Chair. The Director of Dance automatically serves as one of the dance faculty members. The committee must always include one member (Theatre or Dance) who also serves on the CVPA curriculum committee. Faculty members are elected by the department's faculty to serve staggered three-year terms. The student representatives on the Chair's Advisory Council nominate the two student members. Faculty or student members may be re-elected to the committee to serve consecutive terms.

- **Season Selection Committee**

The faculty of the department serves as committee-of-the-whole in developing the season of productions and reviewing all production policies and procedures. The department chair will solicit student input on season selection through the Chair's Advisory Council.

- **Health, Safety and Security Committee**

The Building Supervisor is the chair of the committee and a permanent member. The committee shall also include the department chair, at least one full-time theatre faculty member, and at least one full-time dance faculty member. Faculty members are elected by the department's faculty to serve staggered three-year terms. Faculty members may be re-elected to the committee to serve consecutive terms.

- **Student Recruitment and Retention Committee**

The faculty of the department serves as committee-of-the-whole in developing materials, strategies, and programming related to recruitment of new students.

- **Task Forces**

Task Forces are developed on an as needed basis to develop special projects for the department. These committees are intended to be highly active but short-lived.

- **Special Assignments**

Special assignments have ongoing responsibilities but do not require the work of a committee and are appointed by the Chair.

- **Archivist**

The Archivist is responsible for maintaining department production archives (including: posters, programs, publicity, reviews, photos, slides, and videotapes). Also responsible for bulletin boards and lobby displays for productions.

- **Library Liaison**

The Library Liaison is responsible for coordinating department purchases for the library.

- **Alpha Psi Omega Advisor**

Serves as faculty advisor and department liaison to the Winthrop chapter of the national honorary society.

- **Terpsichore advisor**

Serves as faculty advisor and department liaison to the Winthrop dance interest club.

- **Improv This! Advisor**

Serves as faculty advisor and department liaison to the Winthrop improvisational performance club.

Grievances:

Students have the right to voice their concerns to anyone. However, there are usually channels of communication, which will lead to a less stressful resolution of the problem for everyone. The following are recommendations of the least stressful routes:

- **Concerns or question regarding department policies or procedures should be directed to the Chair.** If your complaint is not satisfactorily resolved, it should be referred to the Dean of the College of Visual and Performing Arts.
- **Concerns regarding Instructor policies or procedures or course requirements should be directed first to the Instructor.** If the complaints are not satisfactorily resolved they should be referred to the Academic Adviser and then the Chair.
- **Concerns regarding production policies or procedures should be directed first to either the Production Director or the Technical Director.** If the complaints are not satisfactorily resolved they should be referred to the Chair.
- **Concerns regarding facilities or equipment should be directed to the Technical Director.** If the complaints are not satisfactorily resolved they should be referred to the Chair.
- **Bias Incidents and Hate Crimes** - Winthrop University takes incidents of bias, harassment, discrimination and hate very seriously. We do not tolerate such acts in our community. If you have experienced or witnessed such aggressions, it takes courage to speak out. Thank you, in advance, for providing as much information as possible through this on-line form. All efforts will be made to protect your privacy as allowed by federal law. Information provided through this form helps us better understand campus climate. This [online reporting form](#) is for non-emergency incidents of bias and harassment that have impacted members of the Winthrop University community.

Injuries/injury Prevention

Faculty and staff shall advise any student who is clearly injured or ill to consult with Crawford Health Services or other health-care provider(s) of the student's choosing.

In the event of critical injury or classroom medical emergency, faculty or staff shall immediately call Winthrop Police #3333 to report the situation (and they will call 911 if needed). Health Services personnel are not able to respond to medical situations outside of their facility.

Students who are injured or ill are expected to seek out appropriate medical assistance and shall provide written notification from their health-care provider(s) if the injury or illness will affect their ability to participate in classroom or department activities. Faculty and staff are not allowed to recommend or refer specific doctors, therapists, or other health care providers for students.

A written Injury Report must be completed for any injury that occurs in the dance studios or performance spaces. Forms are available in main department office.

If a student becomes injured or sick and has an extenuating circumstance, (such as an extended documented illness, or an injury that prohibits them from attending or participating) in class or rehearsal activities they can apply for an "extenuating circumstance" withdrawal with the Dean of Students office, or drop the course. The student may also talk to the professor of the course or the Dance Program Director, about a possible alternative plan to completing the course, if they wish to stay enrolled. A faculty member cannot pressure a student to participate in movement or dance activities if the student is injured or sick.

Faculty, staff, and students are not qualified to treat illnesses or injuries. Qualified medical personnel must be sought out. First aid kits are stored in the cabinets of each dance studio and are for emergency use only. Other first aid kits are located in the Theatre and Dance office (J115), the scene shop, and the costume shop.

It is the student's responsibility to work within his/her physical limitations. Students are expected to provide necessary personal wraps, bandages, or other needed health supplies.

There is an athletic trainer available via telemedicine or in person for students who are taking dance courses, to aid any injury or pain that you are experiencing that may impact your ability to perform or participate in dance-related activities. The trainer is able to evaluate, diagnose, and treat (rehabilitation, modalities, manual therapy) those injuries and provide an idea of any modifications or limitations you may have for your courses and also assist with any return-to-dance based on the injury. [Intake form link](#)

Johnson Hall Policies

The following policies and procedures relate to how we use our spaces, furnishings and equipment. It is important to remember that Johnson Hall is a very public building of which Winthrop is very proud and that our department is in the business of creating public performances of which we are very proud. Policing the building is in all of our best interests, and should be considered a responsibility of any active member of the theatre and dance department and its programs.

Responsibility/Authority:

The following hierarchy relates to responsibility and authority for all use of Johnson Hall spaces under the control of the Department of Theatre and Dance:

- Department Chair
- Technical Director
- Faculty director of production or class instructor
- Faculty supervisor of student production
- Student director of production
- Production Stage Manager

Department Office:

The Department of Theatre and Dance office is located in Johnson 115 and is open from 8:30 am until 4:30 pm on weekdays. The administrative assistant is responsible for monitoring all activities and use of equipment in the office.

Use of Facilities for Department Activities:

All departmental use of Johnson must be approved by the technical director and/or department Chair. The first priority for use of all spaces is the academic program. This includes classes and department productions. Rehearsal schedules should be submitted as soon as possible and at least one week in advance to reserve space. Studio and classroom spaces (103, 202, 205, 232, 235) will be made available for independent student use (meetings, scene study, special projects) on an as-available basis. Students may reserve spaces through the department Administrative Assistant up to one week in advance. In all instances, reserved use will have priority.

Use of Facilities by Other University Groups:

Use of Department of Theatre and Dance facilities by all other University groups requires submission of a university space request form and an accompanying request for space support services through the University Events Office. The Technical Director is responsible for determining the availability of the space and the technical requirements. When an estimate for technical services has been signed by the responsible party, the request is processed through the University Events Office by Heather Carter, Events manager of University Events.

Use of Facilities by Outside Groups:

Use of the Department of Theatre and Dance facilities by any non-University group requires submission of a university space request form through the University Events Office. The University Events Office will, through discussion with the Technical Director and Administrative Assistant, determine availability and technical requirements and will establish a rental contract. The request and contract must be approved by the Technical Director, and the Department Chair. At the completion of the event, the Technical Director will submit a record of hours to the Administrative Assistant for the preparation of the final bill. The bill will be approved by the Chair before it is submitted to the University Events Office.

All groups using the facilities are obligated to follow the established policies and procedures.

Hours of Operation/Security/Keys:

Due to the cost and inconvenience of replacing technical equipment, Johnson theatres, shops and dance studios are locked when not in use. It is the responsibility of the faculty and staff who use the spaces to ensure that they are locked.

Use of any Johnson spaces after 5:00 PM or on weekends requires either a faculty or staff member with keys or an authorized student. Students desiring to use classrooms or studios during off times must sign out a key with the department Administrative Specialist. Stage managers of department productions will sign out a set of keys for the duration of the rehearsal and performance period. These keys will include: theatre (mainstage or studio), greenroom, dressing rooms, make-up room and 103. The technical director and Chair must approve any additional keys. The stage manager will be responsible for locking up after rehearsals. Students will not be given outside keys to Johnson. If a faculty or staff member is not to be present, campus security must be notified by them or the department administrative specialist to arrange building entry or use of Johnson spaces.

For safety reasons, it has been decided that no studios, or performance spaces will be open after midnight. Students in the building after 9:00 P.M. are advised not to be alone but to have someone with them. Once the outside doors are locked for the night those in the building should not allow admittance to someone. Outside doors are not to be propped open. Faculty and staff keys are able to lock-open doors. Please limit this to one door during rehearsals. If no faculty or staff is present, students should arrange to arrive together or monitor the door until everyone expected has arrived. At the end of rehearsals, it is preferable that the faculty or staff member in charge lock all outside doors. Otherwise, the person in charge of the last group to leave must call public safety at x3333.

Maintenance:

All spaces should be returned to an orderly condition before leaving. This includes: returning chairs and prop furniture to a neutral position, picking up and disposing of any litter, sweeping the floor (if necessary), returning drapes and/or blinds to normal positions, closing windows, erasing blackboards and turning off lights. This policy holds for classes, rehearsals, crew calls and any other use of spaces.

Any damage to facilities, property, or equipment should immediately be reported to the department Administrative Assistant, who, in conjunction with the technical director, will determine whether repairs will be made by the department or will submit a request for physical plant services.

Safety:

First Aid supplies are available in the following locations: Main office, scene shop, costume shop, dance studios, box office, and green room. The technical director is responsible for maintaining the supplies. Any and all injuries requiring more than basic **first aid must be reported immediately to public safety at 3333**, and to the department Administrative Assistant as soon as possible. This is to ensure that the proper paperwork has been completed.

Emergency Procedures:

The [Winthrop Police](#) Department is located in the Good Building. The department is a full-service agency serving the Winthrop community by providing law enforcement services 24 hours a day, seven days a week. Their services include handling emergency situations, protecting life and property, crime prevention, and traffic control. The telephone number for emergencies is 3333.

During classes, the instructor is responsible for coordinating any emergency procedures. During production, the stage manager is responsible for knowing the

proper procedure for emergencies such as personal injury, fire, tornado, hurricane, etc. and for carrying out those procedures, as instructed by the director/choreographer.

In the case of an Active Shooter, please see the [Emergency Response Plans](#) in effect.

Use of Equipment:

No one shall operate the lighting boards, sound equipment, stage rigging or any power tools unless they have been authorized by the technical director or designer. No one shall operate any sewing machines, irons or the washer or dryer unless authorized by the costume designer or costume shop supervisor.

Video monitors, hard-drives, video cameras, and blue-tooth speakers must be signed out by faculty and returned to the appropriate storage room. Sign out forms are located in the storage rooms. Faculty may reserve equipment for specific dates and times - reservation forms are also located in the storage rooms. Any missing or damaged equipment should be reported to the department Administrative Assistant.

Equipment which has been labeled by Winthrop Property Control may not be taken off-campus without first completing an authorization form for temporary removal of property.

Use of Department Copier:

The copier machine is primarily for department business including department productions and course materials. It may be used for limited personal business or for student work for a nominal charge. Multiple copies should be arranged through the administrative specialist so that the most cost-effective method can be employed.

Use of Furniture:

The lobby and hallway furniture is not, under any circumstances, to be moved to other locations or used as rehearsal or performance props. A set of rehearsal furniture for acting and directing class is permanently located in the acting studio. Rehearsal furniture for the theatre and studio theatre must be arranged in advance with the technical director and should not be pulled from the acting studio. Green room furniture is there for the comfort of all. It may be moved, but should be returned to its normal position before you leave. Classroom furniture should not be removed without permission of the Facilities Manager or department Chair. It may be rearranged, but should be returned to its normal position before you leave.

Food and Drink:

Food and drink (except water in closed containers) are only permitted in: faculty offices,

the green room, the lobby and hallways. Please respect these spaces as they are to be used and enjoyed by everyone. Please clean up any messes and dispose of any litter in a garbage can.

Food and drink may be permitted on the stage and in the studio theatre only under the following conditions:

1. As a part of a performance. The director of the production must have prior department approval.
2. As a part of a special event conducted in accordance with the special event policy.

Alcohol and Drug Use:

In addition to the Alcoholic Beverages Policy in the Student Handbook, the Department will not tolerate students coming to any rehearsal or class under the influence of alcohol or drugs. If a student is under the influence of either of these substances they will be asked to leave immediately. If a student fails to leave the rehearsal or classroom Campus Police will be called. Additional departmental sanctions may be imposed.

Smoking:

Smoking is not permitted in Johnson Hall. If you do smoke, please be considerate of the aesthetics of the buildings and grounds by placing butts in the urns rather than littering the steps and entranceways.

Smoking is permitted on the stage and in the studio theatre as a part of a performance only if it has the prior department approval.

Pets/Animals:

Pets and other animals are not permitted in Johnson Hall, with the following exceptions:

1. Disability related service animal ([see university policy](#))
2. As a part of a performance, and then only with the prior departmental approval.

Fires and Open Flame:

The Fire Marshall has determined that no open flame of any kind is permitted in Johnson Hall. Please refrain from using candles, matches, lighters, or any other kind of open flame in any of the performance or rehearsal spaces for any reason, unless explicitly approved by the technical director and department chair.

Mission Statements

The mission of Winthrop University's Department of Theatre and Dance is to foster individual students' aesthetic, intellectual, and creative development within the context of a liberal arts education as they pursue a Bachelor of Arts in Theatre or in Dance. Through class instruction, private coaching, mentoring, and performance, the department advocates both theoretical and creative explorations to achieve an understanding of the social, political, historical, and technological aspects of theatre and dance. We strive to afford opportunities for students to develop a significant level of competency in one emphasis in theatre (performance, musical theatre, design/technical, K-12 teacher certification) or in dance (B.A. Dance, B.A. Dance with K-12 teacher certification).

Dance Program Mission Statement

The dance program at Winthrop University prepares students for careers and future study in dance by fostering their aesthetic, technical, intellectual, and creative development within the context of a liberal arts education. In order to achieve this mission, the program provides students with opportunities to participate in studio-based practices and explorations as well as performance and other relevant educational offerings. The program serves both the university and local community in enhancing their knowledge of the discipline of dance from a holistic perspective, including the political, historical, cultural, and technological events that have contributed to its evolution.

Theatre Program Mission Statement

The mission of the theatre program is to foster individual students' aesthetic, intellectual, and creative development within the context of a liberal arts education as they pursue a Bachelor of Arts degree.

Policies for Dancers

Dancers are expected to adhere to the following policies while participating in classes, rehearsals and performances:

- No street shoes allowed on any of the dance floors.
- Only water contained in sport bottles is allowed in all dance and performance spaces. No gum, candy, sodas, or food is allowed in the dance studios, theatres or dressing rooms.
- Winthrop University has a smoke-free policy for all buildings which includes all spaces in Johnson Hall.
- Studios, dressing rooms, performance spaces, and rehearsal spaces must always be left clean and neat.
- No perfume, hairspray or other personal accessories that are not in the best interest of the dancers' safety and hygiene.
- Students must get approval from dance faculty to use the dance studios for student works, individual rehearsals, etc.
- Dancers should arrive early in order to have time to dress properly and warm-up.
- Read posted rehearsal and performance announcements daily on the dance board outside large dance studio.
- Dancers should be enrolled in at least one dance technique class every semester.
- Tap dancing is not allowed on the Johnson Hall studio dance floors nor on the Johnson Theatre stage dance floor.
- All students who participate in the Theatre and Dance program should recognize that it is a significant privilege to participate in the classes, performances and rehearsals offered by the dance program. That privilege demands responsible, ethical action. Failure to follow the policies outlined here may result in individuals and/or groups being denied privileges to produce or participate in the future and may result in disciplinary action. Please see the [Student Conduct Code \(pdf - 1.49 MB\)](#).
- Dancers should adhere to the following dress code:

Students must wear:

- Leotard and tights OR form fitting leggings/yoga pants,
- Tight fitting t-shirt or tank top,
- Fitted dance pants, tights with dance belt (as appropriate).
- No baggy attire, biker shorts, cropped tops, see-through dancewear, rubber or nylon pants are allowed.
- You may wear fitted legwarmers or other tight fitting warm-up gear for the first few exercises of class.
- Hair needs to be pulled back, up, and securely pinned out of the face.
- No watches or jewelry allowed. Small earrings are fine.
- No chewing gum and no food or drink in the studio. Water bottles only, please.
- For the safety of yourself and others, please keep nails trimmed short.
- Add appropriate shoes for technique as requested by instructor.

Instructors have the discretion to make exceptions to the above attire policies.

Etiquette for Dancers

Dancers are expected to practice the following customary points of etiquette while participating in classes, rehearsals and performances:

- Once a class or rehearsal has begun, it is inappropriate to leave the studio.
- It is inappropriate to correct other dancers in class. Inform the instructor or choreographer in private of any problems you have noted.
- It is customary to applaud as a group after all classes.

Production Policies and Procedures

Season Selection:

The Season Selection Committee members are appointed by the department chair;

however, the committee will include the following representatives when possible:

- A faculty member serving the department as dramaturg or theatre historian;
- A faculty member serving the department from dance or theatre education area;
- A faculty or staff member from the performance/musical theatre area;
- A faculty or staff member from the design/tech area;
- A faculty or staff member from the dance area;
- One or two at-large faculty or staff members;
- Two students from the Student Season Selection Committee

The department chair or committee chair may also invite other people to join the committee, whose expertise can help inform the group with its choices. A single individual may represent more than one area. There is no limit to the number of terms an individual may serve on this committee. Members will select a committee chair at the last meeting of the previous season. This committee is responsible for developing the season of productions and reviewing all production policies and procedures with input from constituents. A proposed season may consist of fully produced plays/musicals, play workshops and readings, lectures, guest artists, cross-disciplinary partnerships and projects, or course-related showcases.

The committee is tasked to deliberate the proposals with attention to:

- Academic value (provide significant learning experiences)
- Resources available during a given year
- Opportunities for student participation
- Tech/design challenges and opportunities
- Appeal and marketability to potential audiences
- Scheduling performance into the academic calendar
- Artistic coherence
- Diversity, Equity, and Inclusion
- Balance of styles/genres
- Styles/genres to be produced once every year:
 - Musical theatre/revue
- Styles/genres to be produced at least once every four years:
 - Shakespeare or Renaissance
 - Late 19th-early 20th century realism

- Contemporary
- Avant-garde/non-realism
- Theatre for Youth
- Additional styles/genres to be produced periodically:
 - Classical (Greek & Roman)
 - 17th-century to early 19th-century (pre-Realism)
 - Farce
 - New unpublished script or performance
- The committee will examine the process of selecting the departmental season of productions with the intentional goals of providing equity, and celebrating diverse identities and experiences across, race, ethnicity, disability, sexual orientation, socio-economic status, age, and gender identity. Scripts addressing diverse themes and/or with options for multi-cultural casting are sought.
- A factor influencing a production season is the number of roles available to student performers. This number is set, in part, by the current (or projected) number of majors and minors in the department, with consideration of specific numbers in each concentration (Dance, Dance Ed., Performance, Musical Theatre, Theatre Ed, Design/Tech, History and Dramatic Lit {proposed}).
- Scripts are also carefully considered relative to scenic, costume, lighting, sound, special effects and other technical needs and construction demands. These matters are assessed across the entire production season as well as within the Fall and Spring semesters.
- Due to the need to select pieces for inclusion into the annual American College Dance Association regional conference (ACDA), Winthrop Dance Theatre should occupy the second mainstage slot each Fall semester.

PROCESS

- The first meeting of a Season Selection committee should include a review of the past two – four seasons matrix, so that the committee can identify any types of plays that should be given special consideration to ensure a well-balanced student experience.

- A situation could arise where the Department as a whole believes a certain title should be presented in the upcoming academic year. In this instance, this will be made public knowledge prior to solicitation for scripts so that all members of the faculty are aware.
- The committee will then call for submissions, noting any specific categories that will be given special consideration, as determined by the rotation matrix.
 - Department of Theatre and Dance full-and part-time faculty, and its students are invited to submit script titles of interest.
 - Faculty are limited to 4 proposals. students are limited to 2 proposals.
 - The Department of Theatre and Dance will adhere to a director rotation process to ensure all eligible faculty members are presented with the opportunity to direct.
 - The Department of Theatre and Dance will utilize APO to collect and submit potential titles of interest from the student body.
 - Two representatives from the Chair's Advisory Council (ideally with different concentrations) will be invited to attend Season Selection meetings when appropriate.
 - The goal of script submission is to bring forth quality titles for the department to consider producing. Titles recommended by an individual do not imply an interest to direct that specific submission.
 - Script submissions should contain the following information:
 - Script title.
 - Author, adaptation and translation.
 - Company holding the performance rights (with assistance from the departmental administrative specialist or the Season Selection chair as needed).
 - Cast size and gender breakdown.
 - What attracts you to this title and how does it benefit the department?
 - Why here and now?
 - Political, social, historical, artistic reason to produce this work
 - Does this piece advance social justice?
 - Specific responsibilities associated with creating and producing this work.
- The Season Selection committee creates a short list of shows for consideration for the entire season, with no more than three titles for each designated performance slot.
 - The committee will consider the breakdown of roles based on gender and how that relates to department demographics. Although there are

occasions where gender-blind casting could be considered, it would be dictatorial for this committee to require a specific title be cast in this way.

- The committee will assess the ethnic breakdown of roles and evaluate the department's ability to satisfy these requirements both internally and externally as warranted.
 - The committee will consider the current student body and their training to determine if scripts are producible.
 - The committee will make every effort not to interject personal preferences into this selection process. The overall guiding principle should be: "What will be most beneficial to our student population?"
- After the Season Selection Committee has culled through the submitted scripts and reduced the number to three titles per available performance slot, the faculty will be solicited to rank the titles from each slot, identifying their preference for order of consideration for production using a rating of one (1) for first preference, two (2) for their second choice and three (3) for their third choice. All full-time faculty members as well as faculty, staff and student representatives on the season selection committee each will have a vote.
 - The Chair of the Season Selection Committee will tally the preferences from the submitting faculty and will publish the outcome for departmental consideration of the upcoming season. The final decision for titles will be based on a 2/3's majority from all voting faculty members. A faculty abstention will not affect the 2/3's majority benchmark. This allows for the greatest flexibility of season selection. In cases where a majority fails to be reached, the Season Selection Committee will reconvene, assess the tabulations, and vote on a slate of titles for that season. The other titles within each genre will then be sorted by the faculty votes and will be considered as alternate productions if the first choice is unavailable.
 - Once the Department of Theatre and Dance faculty has approved the season, a call will be put out for Director interest.
 - The Chair will review the proposed season slate. If the Chair sees a need to adjust the proposed season selection, they will return it to the full faculty with reasons and ask for additional choices to be made. Because this is a class assignment with release time, the Chair makes the final determination. Factors for these determinations include, but are not limited to:
 - Faculty course loads
 - Faculty sabbatical
 - Long-term faculty scholarly/creative goals
 - Stated goals for DEI in the important leadership role of directors
 - Season Selection Committee input

- Desire to build new relationships with BIPOC educators in Charlotte or beyond
- CV development for adjunct faculty

Scheduling:

Production schedules (including production meetings, building and completion dates for sets, props, costumes; light hang and focus schedules, all technical rehearsals, crew calls for performances, and strike) are determined by the technical director in consultation with the Chair and the individual directors and designers.

Audition and rehearsal schedules are determined by each director and are subject to space availability.

Budgeting:

Production budgets are established by the Chair and Technical Director in consultation with the directors and designers of each production. The Technical Director oversees the production budget, and regularly reviews bookkeeping with the Administrative Specialist.

All purchases that extend beyond the established production budget require prior approval of the Chair.

Production Meetings:

Weekly production meetings will be conducted for each department production beginning at least six weeks prior to performance. The technical director will chair the meetings, which shall include the director, designers and stage manager. The Chair may attend at his discretion. The purpose of these meetings is to ensure communication and resolve any problems or issues relating to the production.

Participation:

Students may receive academic credit for their work on Winthrop Theatre, Winthrop Dance Theatre, and Fall/Spring Showcase productions by any one these methods:

THRA 180 - Technical Theatre Practicum (1.0 hrs. each) are required courses for the theatre design/tech major and are coordinated by the Technical Director.

THRA 370/371 DANA 444 – Theatre / Dance Performance Practicum or Musical Theatre Performance Practicum (1.0 hrs.) is arranged through audition. These courses may be repeated for credit.

THRT 395 / 495: Theatre Production Practicum (1.0 / 2.0 hrs.) is arranged through application to Technical Director. This is for designers and stage managers in student works productions

DANA 443 - Dance Production – (1.0 hrs.) credit is arranged through the Technical Director. DANA 443 may be repeated for credit.

THRT 471, 472, 473 - Independent Study (1.0-3.0 hrs.) is arranged through application, and is normally limited to participation as stage manager for faculty-directed productions

THRA 470 (3.0 hrs) is through the student-works proposal process for directors of student works.

All stage managers of faculty-directed/choreographed productions will receive two credits and enroll in THRT/DANT 472. Stage managers enrolled for two credits are expected to complete the project and submit the required student self-reflection essay. Students who wish to earn three credits for their work as stage managers on faculty-directed/choreographed productions will enroll in THRT/DANT 473. Those students are expected to complete the project, submit the required student self-reflection essay, submit a resume, and craft a 2500 word written project.

Under no circumstances will students receive academic credit for the same work through more than one method. Under no circumstances will students receive academic credit for work that they are being paid by Winthrop University to do.

Conditions and Expectations of Faculty for Students Involved in Productions: Once a student has been cast in a role or assigned to a production staff position for a departmental production and has initialed his/her name on the notice, it is expected that they have made the commitment to the designated rehearsals, production work, and performances until the production is completed. All students participating in a faculty production must be enrolled for credit. Students may be administratively enrolled after they have accepted the role or position. (Some students may have to petition for credit if they already have a full academic load.)

Procedure: If a student needs to drop out of a production, they must schedule a private meeting with the director or choreographer with whom they are working.

Exceptions: Documented medical illness, injury, or a documented emergency/crisis. If a director or choreographer permits a student to withdraw from a production for legitimate reasons, the student will be removed from the course roster administratively. It is the supervising faculty member's responsibility to inform the Chair of this change in due time.

Resulting action: If a student drops out of any departmental production (faculty-directed, student directed, choreography showcase, one-act, etc.) for any reason, they will be prohibited from participating in any other department-sponsored productions for the remainder of the semester in which this incident has occurred, or if the last production of the semester, will be prohibited from participating in the first production of the next semester. This includes any other roles or production staff positions that the student might already have at the time (multiple roles in Winthrop Dance Theatre, one-act festival or choreography showcases, for example).

Grades: If a student, for any reasons other than the stated “exceptions”, is cast and signs on for any departmental production for which they have enrolled for credit, they will receive an “F” if they fail to fulfill their obligation.

Student Employment:

The department hires skilled students on a part-time basis per semester as technical assistants in the scene shop, costume shop and box office. Work study students are also employed as assistants in the main office and computer lab. Students are occasionally hired on a temporary basis as technical crews for outside events held in Johnson Hall.

[Hiring process for teaching assistants \(pdf - 12.6 KB\).](#)

Publicity:

The director of each faculty-directed production is responsible for the content of both publicity and program materials, and for selection of poster images. All promotional materials must be approved by the Chair, the CVPA Dean and University Relations.

House Management:

House Management is the responsibility of the Box Office Manager, who will organize and oversee a staff from the THRA 173 - Box Office Practicum, class.

Box Office:

The box office is operated by the Box Office Manager who is a member of the faculty. Box office hours are from 6:30 until curtain for evening performances and 12:30 to curtain for matinees. The Box Office is open from 11:00 a.m.-2:00 p.m. Monday-Friday

of the week of performance for all productions. Reservations may be called in to the Box office answering machine x4014, by emailing boxoffice@winthrop.edu, or online at the [box office website](#).

Reserved tickets must be picked up at least 30 minutes prior to curtain. Any unclaimed tickets will be released for sale at that time.

Winthrop University faculty, staff students with valid student IDs are entitled to special Winthrop-priced tickets. The Chair and Box Office Manager will negotiate group rates, special packages, etc. on a case-by-case basis. All other tickets are full price. The Department of Theatre and Dance reviews and announces its ticket prices annually.

Theatre and dance majors are entitled to one complimentary ticket to each departmental theatre or dance production. If a major wishes to claim a comp ticket for any production in Johnson Theatre, the student must claim the comp ticket IN ADVANCE. Special conditions concerning studio theatre productions: If a major comes to the box office anytime during the one hour before curtain, the major will not be issued their comp ticket. Majors may claim comp tickets for Johnson Studio Theatre productions 10 minutes before curtain. If tickets are available at that time, the box office staff will issue comp tickets to any majors until all tickets are distributed. Special conditions concerning musical productions: For Saturday and Sunday performances of musical productions, majors may claim comp tickets 10 minutes before curtain. If tickets are available at that time, the box office staff will issue comp tickets to any majors until all tickets are distributed. Any non-major who is participating as a cast member, running crew member, or orchestra member in a departmental production is entitled to one complimentary ticket for that production.

Winthrop Department of Theatre and Dance Faculty and Staff are entitled to two complimentary tickets for each main stage production and one complimentary ticket for each studio production. Directors and choreographers are entitled to a complimentary ticket for every performance of the shows they are directing/choreographing. Faculty members who wish to attend multiple performances and/or bring special guests to performances may request additional complimentary tickets for guests from the Chair. When a performance is sold out, faculty cannot expect their requests for complimentary tickets to be accommodated. (As a routine, standard practice in the industry, the Box Office Manager maintains a small block of complimentary tickets for every performance that the Chair distributes as needed.) Student and/or guest directors and designers are given staff complimentary ticket privileges for the production(s) in which they are involved.

Production Program

Participation opportunities in theatre and dance are readily available in both production and performance each semester and students are encouraged to be actively involved. The department produces four mainstage productions (three in theatre, one in dance), a choreography showcase, a spring dance showcase and up to four studio theatre productions each year. Academic credit is available and encouraged for production work.

Participation in Winthrop Theatre and Dance productions is open to all Winthrop students. The department casting policy states:

"The Department of Theatre and Dance at Winthrop University encourages all students to audition for and participate in theatre and dance productions. The department practices non-traditional casting without regard to race, ethnicity, gender, body-type, or age.

Audition notices are posted on campus, on the department website, through summer orientation sessions, and announced in theatre and dance classes. Audition procedures are at the discretion of the director. Students interested in stage managing for faculty directed productions are encouraged to apply to the department chair. Crew vacancies are filled with the approval of the Technical Director. Application forms are emailed out to students and are available in the theatre and dance office.

Theatre Auditions:

There are unified theatre auditions held three times a year; once in August for all fall theatre productions, in November for early spring theatre productions, and in January/February for the remainder of the season. All students, regardless of major, are encouraged to audition for all productions. During the unified audition period students will have the opportunity to sign-up and audition for any and all productions for that semester. After the initial audition, the directors will post callback lists on the production callboard by the elevator. Students on the callback lists should read the callback instructions, initial their names, and attend callbacks as scheduled. After the callback period, the directors will meet to discuss casting options and generate their cast lists. The cast lists will then be posted on the production call board. Students must have a 2.0 GPA to be eligible to be cast in all theatre productions.

Dance Auditions:

Auditions for Winthrop Dance Theatre will be held the first week of classes of the fall semester. Dancers should come to the audition prepared with appropriate dance attire and knowledge of their semester schedule. Each choreographer will hold individual

auditions for their pieces, and students are encouraged to audition for pieces according to scheduled rehearsal times. Call back auditions will be announced and final cast lists will be posted as soon as possible. Students auditioning for all dance concerts must have a 2.0 GPA to be eligible to be cast.

Theatre Practicum:

In addition to the three technical theatre practicum courses (THRA 378, 379, and 173), students receive practicum credit for substantial work on a theatre or dance production. They do not have to be a major to receive credit. The student requests to receive practicum credit from the director, designer or technical director in charge of the production. If the student's work has been sufficient to warrant a one-hour practicum, the director or technical director will submit the student's name and he or she will receive a grade for one credit hour of THRA 370. THRA 370 may be repeated for up to six hours of practicum credit. Students may be involved with more productions, but may only receive six hours practicum credit.

Dance Performance and Production:

Winthrop Dance Theatre functions as a repertory class during the year under DANA 443: Dance Production Practicum and DANA 444: Dance Performance Practicum. Auditions are held during the first week of the fall semester. Rehearsals are scheduled throughout the semester. Students who do not meet performance requirements will be expected to meet production requirements to receive credit. All participating students will be expected to sign a contract and register for one technique class. The repertory includes works choreographed by various artists. In addition to Winthrop performances, many other opportunities are available. Auditions will be held again in the spring semester for the Spring Dance Showcase.

Independent Studies:

Students developing their own projects, directing studio productions, and designing for either the studio or mainstage may request from 1-3 credits of Independent Study. Your advisor will help you develop a proposal, select a supervisor and determine the appropriate number of credit hours.

Safety and Security Policy

Introduction:

Under the Occupational Safety and Health Act of 1970, the Department of Theatre and Dance is required to provide a policy and arrangements for the health, safety, and security of its students and employees.

The departmental safety and security policy depends upon the active involvement of all groups and individuals. A safety committee structure is established to provide for appropriate consultation at all levels, and to consider and advise on various aspects of the policy, including the provision of safety information training and methods of control.

This policy has been formulated to ensure the health and safety of all members of the Department of Theatre & Dance. It also aims to achieve efficient utilization of resources, and provide beneficial working conditions.

Responsibility:

It is the responsibility of the College of Visual and Performing Arts administration to provide, (as far as is reasonably practical) safe working conditions for its students and employees. At the department level, each chair is responsible for ensuring that the safety and security policy is adhered to by students and faculty. Therefore, there are four divisions of responsibility: the chair, The Health, Safety and Security Committee, individual faculty/staff and students.

Chair's Responsibility

The chair is responsible for establishing The Health, Safety and Security Committee for the Department of Theatre and Dance. This committee will develop and maintain a departmental safety and security policy. The committee will be comprised of the theatre technical director, two members of the teaching faculty (one theatre, one dance), and the Chairperson of the Department.

The chair will also be responsible for:

- Ensuring that regular meetings of the safety and security committee are held.
- Ensuring that regular inspections of the facility by the committee are planned and carried out.
- Ensure that the committee's reports are submitted to the appropriate university officers for action.

- Ensure that the individual hazard reports are submitted to the appropriate university officer for action.

The Health, Safety and Security Committee Responsibility

- Involve faculty and students in achieving a safe, healthy workplace.
- Promptly review all health and safety-related incident
- Conduct a workplace inspection at the beginning of each semester, identify hazards, and recommend methods for eliminating or controlling the hazards.
- Action plan for required purchases, renovations, etc. to render the work place a safer environment
- Action Plan for NASD /NAST compliance

Faculty Responsibility

- Inform all students concerned of the individual responsibility regarding security and safety within the department's individual studios and buildings
- Carry out monthly safety inspections of their area.
- Ensure that all materials, equipment, and machinery purchases conform to recognized standards regarding the Security and Safety policy within the department.
- Report all accidents and/or incidents, which could have resulted in a serious accident to the chair. (See *Accident Report* form, Appendix A.)
- Endeavor, within all reasonable practicability and available resources, to keep the students trained in the safe use and maintenance of all machinery, tools, and equipment.
- Instruct every student in the safe use and storage of paints, dyes, and other chemicals and materials.
- Be familiar with the locations of the fire alarm call points and the emergency exits as well as the mode of operation and positions of the extinguishers.

- Ensure that the appropriate protective clothing is worn by students involved in the use of machinery, equipment and chemicals, i.e. goggles, face visors, breathing masks, overalls, etc.
- Ensure that safety harnesses are used when rigging stage scenery if there is a danger of falling.
- Maintain the campus-wide smoking policy.
- Know the procedures for the safe evacuation of students in an emergency, i.e. location of fire extinguishers and exits.
- Inform the Chair of hazardous conditions or situations; (See Appendix B).
- Inform students of the evacuation point to be used (from the shop or classroom concerned) and procedures to be followed in an emergency;
- Inform students of the location and use of first aid kits.
- Indicate the location of all fire extinguishers in the studio, shop or classroom and/or the adjacent hallway.
- File with the purchasing office travel and insurance forms for all field trips.
- Know university policy for active shooter scenarios

Faculty who observe a student in violation of the policies established in this document must instruct that student to cease such action.

This information and instruction must be presented to each of the faculty's student groups at the beginning of each semester or at the induction of any new student group. Every new student joining a class must be given the safety information and instruction by the faculty concerned.

Student's Responsibility

- Only use power machinery and equipment for which they have received authorized training from the faculty or professional instructor. (Students who have not received training in the safe use of machinery, should contact the faculty member responsible.)
- Do not use power machinery when alone in the shops or stage areas;
- Do not use power machinery in the scenic studio when the faculty member or technical assistant is absent;

- Use the appropriate protective clothing when using machinery, i.e. goggles, ear protection, overalls, etc.
- Ensure that loose ties, belts, cuffs, jewelry and long hair are properly secured or tucked in while working with power machinery;
- Keep one's own hand tools in good repair;
- Adhere to the no smoking policy in Johnson Hall.
- Do not consume, or bring into the studios, shops, or any building areas, any alcoholic beverage or controlled substance.
- Do not work under the influence of drugs or alcohol.
- Evacuate the building **immediately** when the "Fire Alarm" is sounded.

Access to Johnson Hall:

During the official semester dates (first day of class to the last day of class), theatre and dance majors have daily access to the Johnson Hall facilities. Hours of access are 8:30 a.m. to midnight. Student access to the facilities outside of the regular official semester requires the permission of the Chair of the department. No access is allowed during official office closures without prior permission of a faculty or staff member.

The names of those students requesting permission from the Chair to access Johnson will be forwarded to Public Safety. Any student that has not received permission from the chair will be told by Public Safety officers to leave the building.

Hazard Reports and Accident Prevention:

Every member of the faculty, staff and the student body are required to report any potentially dangerous situation as soon as it becomes apparent. Any hazard noted must be reported to the Chair immediately. Prevention also involves safety education. In addition to training programs, each faculty member, whether full-time or part-time, is required to provide information and instruction to his or her students regarding accident prevention.

The faculty must present safety information and instruction to their student groups at the beginning of each semester or at the induction of any new individual group of students.

Faculty must ensure the general tidiness, cleanliness and housekeeping of the working environment, use of guards or protective clothing where necessary, and the maintenance of equipment. Faculty must ensure that only authorized and/or adequately trained individuals be allowed to use or operate dangerous machines and equipment.

The first requirement for achieving safety in the studios and workshops is the willingness of every person to accept his or her responsibility for the vital role he or she must play in accident prevention. The only path to effective accident prevention is knowledge, and action based on that knowledge; action practiced so often that it becomes habit.

Safe Handling of Chemicals and Hazardous Materials:

Safety Policy in relation to hazardous materials involves the utilization of set procedures so that risk to health and safety is minimized at all stages of storage, distribution, use and disposal.

Security arrangements for the storage of hazardous materials and limitations on the quantities stored, issued or purchased must be strictly observed.

Mixing chemicals may cause a violent reaction or create toxic vapors. Storage should therefore ensure that different chemicals are kept physically separated. Instructions and procedures for handling of chemicals must be absolutely clear and precise and must be provided on wall charts in each studio and workshop.

Containers and Materials

All containers and materials should be clearly marked to indicate properties, hazards and proper handling methods. Any unmarked containers or materials should be reported to the safety committee so that appropriate action may be taken.

Generally, containers should not be used for anything other than their original contents. But where it is desired to use non-returnable containers for other purposes, they should be thoroughly cleaned out so that there is no possibility of a reaction between incompatible chemicals. Such containers should always be clearly re-labeled.

Protective Clothing

The Department will provide protective clothing and equipment for handling hazardous materials. It must be used when appropriate. Where there is even the slightest risk of eye injury, goggles should be worn.

Splashes and Spillages

If splashing or burning of the person occurs, the affected part must be treated immediately with large quantities of cold water. Proper medical treatment must be sought after giving this emergency care. Winthrop Police must be informed of the accident (see page 7).

All splashes and spillages must be cleaned up without delay; this is best done by means of washing away with running water.

Accidents:

In this Policy Statement accidents are defined as incidents that have caused or might reasonably be expected to have caused injury to persons and/or damage to property.

Report the Accident

- Any accident to a member of the faculty, staff or student must be reported immediately to the Campus Police Department. Dial 3333. The officer who reports to the scene of the accident will make a determination about treatment.

Seal Off Danger Zone

Following the occurrence of a serious accident, apart from immediate attention to an injured person or persons and switching off electricity, gas supplies, etc., care should be taken to seal off the area without clearing up, alteration, or removal of equipment or materials until inspection has been carried out by public safety officers.

Restore the Area

The area should only be reinstated to its normal working condition after obtaining specific approval from the investigating Police officer.

File an Accident Report

- Obtain an accident report form from the Theatre and Dance office.
- Fill out the form and submit it to the Department Chair.
- Report near-miss accidents or hazards on the Hazard Report Form.
- If the accident includes injuries, the department chair forwards the accident report to the appropriate campus officer.
 - If there is an injury to a student, the accident report goes to the Procurement Officer in the Purchasing Department.
 - If there is an injury to an employee of the university, the accident report goes to the Environmental Health and Safety Office.

Safety Inspection:

A designated safety committee of academic and non-teaching staff will carry out regular inspections of the Department of Theatre and Dance, its physical plant, equipment and amenities.

The safety committee will tour relevant areas twice during each semester and once during the summer. Their reports will be submitted to the chair.

Terms of Reference

During inspection of Johnson Hall, Safety Groups must observe, record and report on the following:

Electrical fixtures

General organization and tidiness of shops

Machinery - Access and Guards

Compressed air hoses and fixtures

Ventilation efficiency

Hand tools and equipment safety

Access to fire doors and exits

Flooring

Hallways obstructions

General noticeable hazards

Chemical storage areas

Protective clothing facilities

First Aid Kits

Signs & posted instructions

Fire Evacuation Procedure:

In the event of a fire occurring, the following procedure is advised:

A. Faculty, staff or students who are involved with the incident should:

- **SOUND THE FIRE ALARM.** This may be done by activating the alarm buttons. Should the alarm not sound, try another call point or instruct the departmental office to inform all extensions in the building of the existence of fire and the need for evacuation.
- **CALL WINTHROP POLICE WITHOUT DELAY. Dial 3333** and give the location, size and type of fire.
- **ENSURE THAT THE FIRE DEPARTMENT IS MET ON ARRIVAL AND GIVEN FULL INFORMATION.**

B. EVACUATE THE BUILDING.

Faculty in charge of classes must instruct their students to leave the building as soon as the alarm is heard. Faculty should assume responsibility for supervising the evacuation. Should the alarm not sound, they should initiate the evacuation, notify other faculty to do the same, and notify the secretaries to inform all extensions in the building of the existence of fire and the need for evacuation.

- Areas should be made safe if time permits.
- Doors and windows should be closed.
- The evacuation should proceed quietly but quickly, making use of all available exits.

C. AFTER EVACUATION, STUDENTS, FACULTY AND STAFF MUST REPORT.

Students should report to the faculty in charge of their class and staff should report to the person to whom they are normally responsible. The Fire Department should be informed if anyone is known to be missing.

D. DO NOT RE-ENTER THE BUILDING UNLESS GIVEN PERMISSION BY THE PUBLIC SAFETY OFFICERS.

Departmental area policies:

A. The Scenic Studio:

The scene shop may be used by theatre and dance students enrolled in classes that require the use of the shop or involved in departmental productions. The scene shop may **NOT** be used by students for personal projects without permission of the technical director.

During Studio Hours:

Students will sign in and out with the technical assistant who will note the appropriate class the student is enrolled in, the time in, and the time out. During the time a student is in the scene shop or using shop tools, he or she will adhere to all shop procedures and safety requirements. Failure to abide by the policies, procedures, and safety requirements regarding the scene shop will result in disciplinary action.

Scenic Studio Technical Assistant Duties:

All technical assistants (TA) must maintain the scene shop hours they are assigned and/or responsible for working. If a TA cannot work or otherwise maintain the shop hours he or she has been assigned, the monitor must notify the technical director.

In the event of a serious accident in the scene shop, the technical assistant will immediately telephone Winthrop Police. The phone number (x3333) is posted by the scene shop phone. The technical assistant must tell security their name, location and the nature of the accident.

The technical assistant must remain within the scene shop area during work hours.

The technical assistant will be familiar with all scene shop procedures, policies, and safety requirements.

The technical assistants are responsible for final clean up at the end of day's shop hours. Fifteen minutes before closing, the supervisor will announce that it is time to clean up the shop. All students working the shop are required to stop work, return all hand tools to storage, and clean up.

The technical assistants will inspect the shop before closing to ensure that all tools are secured. technical assistants will lock all cabinets and shop doors before leaving. Any problems should be noted and the information delivered to the technical director.

Scene Shop Precautions:

General:

- Do not operate equipment unless you have been trained by an authorized person, you are capable of operating it safely, have permission to do so and are enrolled in a class assigned to this area.
- Wear safety glasses when operating power equipment.
- Do not work alone.
- Do not use power tools when overtired or under the influence of drugs or alcohol.

- Do not talk or otherwise divert your attention or that of other people while operating power equipment.
- Follow directions. Do not invent ways of operating equipment.
- Never force a cutting tool. Let each tool do its job.
- Do not try to slow or stop coasting machines.
- Do not leave machines running.
- Do not remove machine guards.
- Do not adjust tools.
- Keep work areas clean and free of trash, oil, etc.
- Know fire exits and location of firefighting equipment.
- Stay alert. Be responsible for your safety and that of others.
- Keep long hair tied back.
- Remove jewelry.
- Wear shoes.
- All flammable items must be stored in a fireproof cabinet.

Powered Machines

These principles should be applied to all powered machines to prevent injury:

- Adequate training in the operation of each machine is essential.
- The machine should be set up correctly and all nuts, bolts, and clamps necessary to the safe operation should be secured.
- Guards should always be used and correctly adjusted. Always report any defect in this respect.
- Never use the machine unless the guards are correctly positioned.
- No loose or flapping clothing, finger rings or gloves should be worn when using a machine.
- Never interfere with or distract another person who is operating a machine.

- Never attempt to clean, adjust, oil or repair a machine unless you have been clearly instructed and authorized to do so.
- When attending to the machine make sure it is switched off and that no one can turn it on while you are working on it.
- Never try to stop moving machinery with your hands or body.
- Keep the floor around the machine clear of scrap, shavings and metal chips.
- Do not run into or around the studio workshops.

Compressed Air

The misuse of compressed air involves great danger. If a compressed air hose or jet is applied to an open cut or scratch, air can force its way under the skin and into the tissues. If it then enters the bloodstream the result can be fatal. If a jet comes into contact with any opening in the body the results may range from a perforated eardrum to possible death.

A further danger arises when compressed air is used to "blow through" machined components, or to clean metal particles or filings from work or work places. These particles can be blown into the faces of others or rebound into the face of the person using the jet.

Arc Welding

Areas where welding takes place should have good general ventilation and work in confined areas should receive special attention. Loose material liable to ignite should be removed from the vicinity. Wooden floors should be protected by asbestos or steel mats. Fire extinguishers must be readily available.

The following safety tips for welding should always be observed.

- Use goggles, hand shield or helmet with dark glass lenses.
- Do not weld near flammable materials.
- Do not attempt to weld enclosed vessels or tanks until safety precautions have been taken.
- Do not weld material that has been degreased with solvents, unless it is absolutely dry.
- Do not weld galvanized or coated metals without taking proper precautions against fumes.

- Use screens to protect your workmates: glare can cause eye injury up to a distance of two hundred feet.

B. The Costume Studio:

- All persons using the costume shop should follow these procedures. Do not operate any machinery unless you have been taught its use by a supervisor or the costume designer.
- Keep hands out of the way of needles and blades when operating sewing machines and sergers.
- When ironing, be sure to return iron to fireproof pad or surface when finished; do not leave the iron sitting on the ironing table/board.
- Check all materials for possible hazards. Read labels and MSDS's (Manufacturer's Safety Data Sheets) on file.
- All spraying and use of any materials with hazardous fumes must be done with a fan on and appropriate room ventilation.
- Only authorized and trained personnel may use spray or dye facilities.
- Check posted guide to know which products require the use of protective equipment such as gloves, respirator and filter. These items must be used when dealing with hazardous chemicals including acetone.
- Protective gloves and dust filter must be used when mixing dyes and for chemical treatments to hair (coloring, permanents, etc.).
- An exhaust fan must be used at all times when using dyes.
- All flammable items must be stored in a fireproof cabinet.
- Turn off all machines, irons, steamers, and glue guns at the end of the work period.

C. Theatre and Studio Theatre:

The Johnson theatres are available to the students, faculty and staff who are selected to work on theatre and dance productions. The theatres are also public spaces and classroom spaces. Therefore, the "General Classroom Safety Guidelines" and other Winthrop safety policies apply to these spaces. In general, the technical director, costumer, and designers are responsible for enforcing the safety policies as the production is being constructed. During rehearsals and performances, it is the director

or choreographer, assisted by the stage manager, who holds responsibility for adherence to these policies.

All these policies apply to the Winthrop Theatre and Winthrop Dance Theatre productions, as well as Winthrop Theatre Student Works projects, productions by student groups (Alpha Psi Omega, Terpsichore, Improv This, etc).

General:

- No smoking is allowed in any area of the stage, auditorium, or backstage areas, except onstage as required with the permission of the technical director. Extreme care must be used to dispose of matches, cigarettes or other smoking materials used in the performance.
- No food or drink is allowed in any area of the stage, auditorium, or backstage areas, except onstage as required for a performance. Covered beverage containers are allowed.
- No pyrotechnics (fire effects) are allowed on stage unless approved by the technical director and appropriately devised and supervised.

Auditorium areas:

- The rows between seating should be kept clear of objects or trash. The house manager should always check the house before opening it to the public.
- In The Studio Theatre, the chairs are movable. Therefore, the house manager should ensure before each performance that all chairs are properly placed in rows and are secure on top of the seating platforms. The house manager should also ensure that all exits remain unobstructed and that platforms have steps properly fixed so that spectators won't risk tripping in low light.
- Cables must be secured to the floor.
- Exit lights must not be blocked or obscured; the auditoriums should be checked regularly to make sure all lights are working properly.
- In Johnson Theatre whenever the orchestra pit is opened up, a railing or safety tape should be in place at all times except during rehearsals and performances.
- In Johnson Theatre, the ghost should be placed at the end of each rehearsal.

Technical booths:

- **No food, drinks, or smoking** is allowed in the booths.

- Proper footwear and clothing should be worn to access the tech booths in the studio theatre, since rung ladders are the only means of access.
- Only technicians, stage managers, house managers, and directors/choreographers should have access to the tech booths in rehearsals and performances. The catwalks are not acting spaces.

Stage areas:

- All policies for safety in shop areas and using hand and power tools will also apply in the theatre areas.
- When the pit is open or when stage traps are in use, all stage personnel should be advised to stay clear of these open areas.
- All wing areas and backstage crossovers and corridors should have adequate safety lighting and be free of obstructions.
- Emergency lights should be kept in good working order and regularly checked.
- All cables should be taped down.
- Light trees or other structures in the wings should be marked with glow tape and the stage manager should make sure all performers are aware of their placement.
- Set pieces stored backstage should be well organized, out of traffic areas (where actors or dancers must enter or exit). The stage manager should follow a consistent plan for storing items as they move offstage so performers know where to go and where to avoid. Items should be illuminated with light and/or marked with glow tape.
- The communication system between the dressing areas, the wings and the booth should be in good working order. The stage manager should check it before each performance.
- All persons working onstage and backstage should know the meaning of "heads up" and clear the stage whenever battens are being flown in or out.
- Only personnel with appropriate training are allowed to operate the fly system.
- All set pieces and platforms should be free of exposed nails, screws, or broken wood. Stage managers should check each item before it is used in rehearsal.
- When possible, scene changes should be made in partial light rather than full blackout.

- Movement during a complete blackout should be carefully rehearsed in light before being performed in the dark.
- Set changes involving many crewmembers and/or the moving of multiple stage elements should be carefully rehearsed and supervised by the stage managers.
- The correct ladder or genie lift should be used to hang lights, paint sets, etc.
- Chairs should not be used as ladders.

Cleaning and maintenance of theatre spaces:

- Shop crews should clear the stage areas of any debris at the end of their work period.
- The stage manager should have the stage and backstage areas swept and organized before the start of each rehearsal and performance.
- The stage manager should make sure that all the props, set pieces, etc., are returned to proper storage at the end of each rehearsal/performance.

Emergency procedures:

- The stage manager shall be familiar with all emergency procedures and make sure everyone in the rehearsal/performance ensemble also knows what to do in an emergency.
- In the absence of a faculty or staff supervisor, the stage manager will take charge and carry out emergency measures, according to Winthrop policies and the policies listed in this manual.

D. Dance Studios:

The dance studios are for use by currently enrolled dance students. Students must be enrolled in a dance class. All person using these spaces should adhere to these policies.

General:

- No food, drinks or gum are allowed in the studios. Water in a closed container is permitted.
- Smoking is prohibited.
- Shoes worn outside are not allowed in the studios. Only socks, bare feet or other soft dance shoes are allowed. Tap shoes and character shoes are allowed in

Byrnes Auditorium and the Student Activity Center (SAC). Character shoes are allowed in West 206.

- The cabinets in the studios are to be kept locked and only the dance faculty are allowed to use the music systems and the percussion instruments.
- Cosmetics, perfumes, lotions, hair oils, or sprays that will damage the floors or offend people with allergies are not allowed in the studios.
- No hanging jewelry, or hair ornaments such as banana clips are allowed.
- The studio must be left clean and uncluttered after being used. All trash and extra clothing and other items should be cleared and removed from the studios.
- Dance Students may use the studios after hours only in pairs and only if the dance faculty has granted permission and the Theatre and Dance office has been notified.
- Students are expected to bring their own Bluetooth device to pair with the speakers in the studios if they wish to work with music.
- The studio doors are to be shut and locked, and the lights turned off when students leave.
- The windows in the studios are to be kept closed.
- Accidents that occur after hours should be handled according to the accident procedure outlined on page 14 of this manual.

E. Box Office:

Box Office Emergency Procedures

A copy of all emergency procedures shall be posted in the Stage Manager's Promptbook and in the box office during any performance. All staff and faculty will make themselves familiar with the operation of emergency equipment located in the Johnson Theatre and Johnson Studio Theatre.

EMERGENCY FIRE PROCEDURES:

In the event of fire in Johnson Theatre/Studio Theatre during a performance,

The Stage Manager will:

1. Bring up the house lights as a prearranged signal that the performance is to stop.
2. Go to Downstage Center before the audience and read the following:

"LADIES AND GENTLEMEN. WE ARE EXPERIENCING TECHNICAL DIFFICULTIES AND REQUEST THAT YOU VACATE THE BUILDING IN AN ORDERLY FASHION. PLEASE WALK TO THE EXIT NEAREST YOU AND CONTINUE OUT OF THE BUILDING TO THE LAWN FACING THE FRONT OF JOHNSON HALL. THANK YOU"

3. Supervise the evacuation of all cast and crew.
4. Make sure that stage lights and other electrical equipment are turned off.
5. Wait outside the main entrance for the arrival of Winthrop Police.
6. Inform the cast and crew when and if it is safe to return.
7. Supervise the continuation of production if feasible.

The House Manager will:

1. Call Winthrop Police at 3333
2. Make sure the audience is cleared from the building.
3. Wait outside the building with the stage manager for the arrival of Winthrop Police.
4. Inform the audience when and if it is safe to return.

All cast and crew and audience members should be evacuated to the grass area across from the front Johnson Hall. The Stage Manager, House Manager and the Director or Choreographer will be responsible for ascertaining that all persons in the building have been evacuated.

EMERGENCY PROCEDURES FOR A POWER FAILURE

In the event of a power failure during a performance, the emergency lights will come on. The stage manager should take a flashlight and go before the audience and read the following announcement:

"LADIES AND GENTLEMEN:

WE ARE EXPERIENCING A TEMPORARY POWER FAILURE AND ARE FORCED TO HALT THIS EVENING'S PERFORMANCE UNTIL POWER IS RESTORED. PLEASE REMAIN IN YOUR SEATS AS WE EXPECT RESUMPTION OF NORMAL ELECTRICAL SERVICE MOMENTARILY. THANK YOU"

In the event the power is not restored within fifteen minutes of the initial power failure, the stage manager will post ushers with flash lights in the aisles and make the following statement:

"LADIES AND GENTLEMEN:

DUE TO THE POWER FAILURE WE ARE FORCED TO CANCEL THE REMAINDER OF THIS EVENING'S PERFORMANCE. THE USHERS HAVE TAKEN UP POSITIONS WITH FLASHLIGHTS TO HELP YOU LEAVE THE THEATRE SAFELY. PLEASE WATCH YOUR STEP. WE HAVE (NUMBER OF PERFORMANCES) THIS WEEK. PLEASE CALL THE BOX OFFICE TOMORROW TO RESERVE A SEAT AT WHICH YOUR TICKETS WILL BE HONORED. PLEASE KEEP YOUR TICKET STUBS, AS THEY WILL BE NEEDED FOR READMISSION. THANK YOU."

EMERGENCY PROCEDURES FOR A SEVERE WEATHER WATCH

In the event that threatening weather is forecast. Weather bulletins will be constantly monitored by the house manager throughout the performance. The stage manager will be informed that threatening weather is forecast. In the event that a tornado watch is issued the house manager will:

1. Alert the director of the play, and the stage manager that a tornado watch is in effect.
2. Issue flashlights to ushers and house staff.
3. Ascertain that ushers are aware of emergency positions and duties.
4. Should the tornado touch down in the vicinity, the stage manager will stop the performance, will make an announcement regarding the situation and ask the audience to evacuate to the halls outside the offices on the first floor. The audience in the balcony should evacuate to the hall outside the office of the Mass Communication Dept. The stage manager will escort the cast and crew to the hall outside the costume shop and assign people to stay with the various groups and keep them informed of the situation until the danger is passed.

F. JOHNSON HALL CLASSROOMS:

The classrooms used by the Department of Theatre and Dance include:

Johnson 205 – lecture room / drafting room seating a maximum of 33 students

Johnson 202 – Maker space/computer lab for design and choreography students

Johnson 103 – Acting / Tap classroom

Other Johnson Hall spaces used for classroom instruction include:

Johnson 235 – large dance studio

Johnson 232 – small dance studio

Johnson 126 – the make-up room

Johnson 116 – the scene shop

Johnson 122 – the costume shop

Johnson 106 – Johnson Theatre

Johnson 117 – Studio Theatre

Policy Statement:

In order to foster creativity and collaboration on artistic projects, the Department of Theatre and Dance opens its classrooms, shops, studios, and rehearsal spaces many hours beyond the Monday-Friday 8:30-5:00 workweek; often multiple spaces are in use; at other times, only a few artists are at work in Johnson Hall.

The following policies are in place to ensure the safety of everyone:

- All classrooms, studios, shop areas, and rehearsal spaces will close after midnight and theatre and dance students will vacate the building.
- Special events, such as the Midnight Cabaret, require written permission via Space Request and approved by the department Chair. This permission must be obtained before the event can be publicized and there must be a faculty or Winthrop staff member on hand through the end of the event.
- No student should be working alone in Johnson Hall – at least one other person should be present.
- No student may work in costume studio, scenic studio or computer lab without faculty, TA, or work study student supervision.
- If a rehearsal ends late in the evening, the stage manager should see that the cast and crew walk out together and that no one is left alone in the building or has to walk out to the parking lot alone.
- At the end of each workday (Monday through Friday, at 5:00 p.m.), the technical production supervisor will lock up the theatre and scenic studio. Students,

faculty, and staff who need access to the space after hours will be provided keys to appropriate spaces. They will also be responsible when they leave the building for locking up all doors and windows they have opened.

- No student, faculty or staff person will give anyone access to any rooms or shop areas unless they can stay with the visitors see them out, securing the space when they leave.
- The stage manager of the last rehearsal/performance of the day is responsible for calling Winthrop Police at x3333 to let them know the space has been vacated.
- All persons who have keys to Johnson Hall are expected to safeguard them and notify the theatre and dance office immediately if any keys are misplaced.
- Students, faculty, and staff should notify the department chair of any and all safety and security issue in Johnson Hall. They should be thoroughly familiar with all policies affecting the spaces to which they have access.

Scholarships & Awards

Awards

Office of Nationally Competitive Awards (ONCA) - Winthrop students should check with ONCA for a wide variety of scholarships, competitive internships, grants, international study, etc.

Scholarships

Blair Beasley Directing Scholarship

Dean's Meritorious Scholarships

Lyssa Rauch Memorial Scholarship

Martie Curran Endowed Scholarship in Theatre

Mary Howey Deckle Theatre Scholarship

The Carolina Copy Cats June McDuffee Scholarship

York County Ballet Dance Scholarship

City of Rock Hill Christmasville Dance Scholarship

Blair Beasley Directing Scholarship

Blair Beasley was on the theatre faculty from 1977 to 2001. His special interest was in directing and the teaching of directing. This interest inspired his former students and friends to establish with him a scholarship in his name. The faculty nominate a continuing student who shows promise in the field of stage direction for this \$750 scholarship.

Dean's Meritorious Scholarship Awards

These scholarships are given in amounts of \$1000 to \$3000 and are available for students **majoring in either theatre or dance**. Decisions concerning these awards are made as a result an audition or portfolio review prior to enrolling at Winthrop. An award to an out-of-state student typically includes a grant to subsidize out-of-state fees and are renewable for up to four years of award to students who continue to demonstrate a high level of achievement and active participation in the department's productions.

We are also now accepting Dean's Meritorious Scholarship Award applications through Acceptd.com

In addition to on-campus auditions in February, We also work to audition / interview students who will be at the events below.

October		<u>Charlotte Ballet Dance Festival</u> in Charlotte, NC
November		<u>South Carolina Theatre Association</u>
November		<u>North Carolina Theatre Association Auditions</u> in Greensboro, NC
Early March		<u>Southeastern Theatre Conference</u>
Mid March		<u>Regional or National High School Dance Festival</u>

Lyssa Rauch Memorial Scholarship

This scholarship was created in 2007 to honor the memory of Lyssa Rauch. The faculty award this \$1000 scholarship to a rising senior majoring in Theatre Education, majoring in Theatre and minoring in Education, or a 5th year MAT student majoring in Theatre Education. They should also be actively involved in theatre with a secondary interest in vocal music, instrumental music, dance, or children's theatre. The recipient should possess the same contagious zest for life and personal courage embodied by Lyssa Rauch. Eligible students must apply for this scholarship (pdf - 104 KB) in order to be considered.

Martie Curran Endowed Scholarship in Theatre

This scholarship was created in 2006 by the Alumni Association to honor long-time Director of the Alumni Office, Martie Curran. The faculty nominate an outstanding continuing theatre major for this scholarship.

Mary Howey Deckle Scholarship in Theatre

This prestigious scholarship, which provides for the full cost of tuition and is renewable for up to eight semesters, recognizes outstanding achievement of full-time incoming students majoring in theatre. It was established by the estate of Ann Coleman Peyton in honor of her mother, Mary Howey Deckle. Ann Coleman's cousin, Emmy Lou Howey, attended Winthrop but perished in a car accident in 1950 before she was able to complete her final year of study. This scholarship honors Emmy Lou Howey and Mary Howey Deckle through the generosity of Ann Coleman Peyton. Further information contact the Department office at 803-323-2287.

Producers Circle Scholarships

The department faculty awards this scholarship to theatre and dance majors who have established themselves in the program by being active in the department. Scholarships range from \$500 - \$1000 per year. Out-of-state scholarships include a grant to cover out-of-state fees. Continuing students must apply in order to be considered. The department's faculty review all applications and make the award decisions. [Producers Circle information and application](#) (pdf - 212 KB). The form is an editable pdf file. Download. Type in the requested information. Print it out. SIGN IT. Turn it in to the dept. office by the deadline.

The Carolina Copy Cats June McDuffee Scholarhip

June McDuffee founded The Carolina Copy Cats in 2007. They perform about 30 lip-synched shows annually featuring the vintage music that is most recognized by senior audiences. The Copy Cat volunteers are at least 50 years of age. Proceeds from these performances fund the Carolina Copy Cats June McDuffee Scholarship that is awarded to a York County resident majoring in dance or theatre. For more information about joining or contributing to the Carolina Copy Cats, contact Jo Rimmey at Joremme@gmail.com.

City of Rock Hill Christmasville Dance Scholarship

This \$500 scholarship was created by the City of Rock Hill in recognition of the dance program's continued contribution to the annual Christmasville celebration. The Winthrop RockHettes have charmed audiences for many years as part of the Christmasville parade and as featured performers in the kick-off ceremonies. The faculty nominate an outstanding continuing dance major who has participated in Winthrop RockHettes.

York County Ballet Dance Scholarship

Formed in 1978, the York County Ballet (YCB) offers classes and performances for young dancers in the region. The company has toured internationally and has performed for many years at the Piccolo Spoleto Festival. YCB has maintained a close

relationship with the Winthrop dance program for many years, and the company sponsors this scholarship to support excellence in dance at Winthrop University. The faculty nominates a continuing dance major based on academic excellence, contribution to the dance program and artistic promise for this annual \$500 scholarship.

Student Organizations

Alpha Psi Omega

Theatre Honor Society

Meetings are held every Sunday at 10:30 pm in the Johnson Lobby.

Faculty Advisor: Biff Edge

Terpsichore

Dance Organization

Meetings are held every Monday at 9 p.m. in Johnson Lobby.
Officers for 2018-19 are:

Faculty Advisor: Kelly Ozust

Improv This

Performance Organization

Meetings are held every Thursday at 10:30 p.m. in Johnson Lobby.

Faculty Advisor: Brandon Dawson

NDEO (National Dance Educators Association)

Dance Education Organization

Faculty Advisor: Gabby Tull

Student Works Policies and Procedures - Johnson Dance Studios

The Department of Theatre and Dance encourages and promotes student-initiated and produced dance projects in addition to the Senior Thesis Showcase and the Choreography Showcase. The following policies and procedures have been developed to clarify the degree of department support available for student choreographed projects. These policies are reviewed annually and are subject to change. Proposals should be submitted to the dance faculty. Proposals are approved based on faculty review.

Student Works may be produced in the Studio Theatre and/or the Johnson Dance Studios or alternative sites. There are separate policies for each space. For use of Johnson Dance Studios see below.

Johnson Dance Studios

1. Scheduling. Dance faculty will post deadlines for student works applications every semester. Due to the extensive use of the dance studios, space for student works is limited. All studio rehearsal and performance times will be arranged on an individual basis for each faculty-approved project.

2. Funding. The department will provide printing for programs and 100 posters/flyers (see details below). Admission will not be charged.

3. Production Crew. The production crew for each student work will be identified by the student choreographer in the proposal. Production crews may include positions such as lighting coordinator, sound coordinator, house and stage management. The student choreographer must be enrolled in at least one credit of Independent Study in Dance (DANT 471-473). The student choreographer must have at least a 2.5 cumulative grade point average at the time the proposal is submitted. Student Choreographers must have successfully completed Choreography II or have permission of the Department Chair and Theatre and Dance faculty before they can be approved to direct a Student Work in Dance Production.

The department will announce a call for student works proposals in dance well in advance of the deadline to submit proposals. Once students express their interest, they will be assigned a faculty advisor to help them develop their proposals for the deadline.

When the student choreographer submits the production proposal, the proposal will NOT include a list of the students who will serve on the production team. After the proposal is approved for the season, the department faculty will solicit student applications for the positions of stage manager, assistant stage manager, scenic designer, lighting designer, etc. and then appoint students to the production team after consulting with the student choreographer.

The student choreographer and production crew will be responsible for all aspects of the production:

- Conducting regular design concept meetings before rehearsals begin;
- Conducting the auditions and rehearsing the pieces;
- Conducting regular production meetings;
- Preparation of any prop and costume elements;
- Preparation of any music or sound effects;
- Cue-setting and run of any lights and sound;
- House management;
- Strike (including cleaning of the studio and dressing rooms) immediately following final performance;
- Ensuring that no food, gum or drink is brought into the dance studio and that the dance floor is properly protected during rehearsals and performances.
- Security of the space throughout the rehearsal and performance period
- Preparation of publicity materials including: press release, posters and program copy. "Preparation" includes:
 - The writing/designing/drafting of materials;
 - Getting department and university approval;
 - Adhering to department deadlines for all publicity materials; failure to make deadlines may result in no publicity;
 - Programs are limited to one-page (8½ x 11" paper) printed in black and white;
 - Posters are printed in one color on 11 x 17" paper or smaller;
 - Security of the space throughout the rehearsal and performance period (Note: the director will be issued keys at the beginning of the three-week period and will return the keys on the first business day after the production closes)
- Scheduling a post-show discussion in collaboration with the faculty advisors.

4. Supervision. Each student work will have two faculty advisors. The faculty advisors' job is to serve as consultants to the choreographer and production crew. The advisors shall:

- Assist in refining the rehearsal schedule;
- Inform the choreographer/production crew of guidelines and good practice for producing a student work;
- Observe auditions, rehearsals and performances as needed and provide constructive feedback;
- Attend production meetings;
- Serve as advocates for the choreographer/production crew;
- Serve as official instructors of the Independent Study course (DANT 471).
- Serve as liaisons between the department and the project.

5. Staging parameters.

- No street shoes may be worn in the dance studio at any time. This policy also applies to audience members.

- Limited use of the prop collection – under supervision of the Technical Director and subject to approval by the department's resident Scenic Designer and the Student Choreographer's Faculty Advisors.
- Limited use of the costume collection – under supervision of and subject to approval by the department's resident Costume Designer and the Student Choreographer's Faculty Advisors.
- A complete strike is required: all items borrowed from the department collections must be returned in proper condition; the dance studio must be swept clean and returned to the standard classroom arrangement.
- No open flames may be used in any performance space.

General Policies on Student Works

The dance production crew is responsible for adhering to standard production procedures in the department, including:

- Food, drink, gum chewing and smoking policies
- Security policies
- Procedures in case of accident or injury

The student choreographer and dance production crew will all read and sign a statement that they have read and understand the Safety and Security Manual of Winthrop's Department of Theatre and Dance.

The members of the cast and crew are also expected to behave in a professional and collegial way. This includes, but is not limited, to:

- Respecting and caring for the space and equipment
- Respecting the students, staff, and faculty in the department
- Being flexible, willing to negotiate and work with others when problems arise
- Adhering to the policies as stated in the [Student Conduct Code](#).

All students who participate in the theatre and dance program should recognize that it is a significant privilege to be granted an opportunity to produce in the Student Works Program. That privilege demands responsible, ethical action. Failure to follow the policies outlined here may result in individuals and/or groups being denied privileges to produce or participate in student works in the future and may result in disciplinary action.

[View, download and print-out the student works proposal form \(pdf - 40 KB\).](#)

[View, download and print-out the calendar template for a student works production \(pdf - 7 KB\).](#)

Student Works Policies and Procedures - Johnson Studio Theatre

The Department of Theatre and Dance encourages and promotes student-initiated and produced projects. The following policies and procedures have been developed to clarify the degree of department support available for student projects. These policies are reviewed annually and subject to change. Each spring theatre proposals should be submitted to the faculty by the designated deadline for inclusion in the next academic season. Proposals are awarded to students based on faculty review of project proposals.

All students who participate in the theatre and dance program should recognize that it is a significant privilege to be granted an opportunity to produce in the Student Works program. That privilege demands responsible, ethical action. Failure to follow the policies outlined here may result in individuals and/or groups being denied future privileges to produce or participate in student works and may result in disciplinary action.

Student Works may be produced in the Studio Theatre and/or the Johnson Dance Studios. There are separate policies for each space. For use of Johnson Studio Theatre, see below.

General Policies on Student Works

The production company is responsible for adhering to standard production procedures in the department, including:

- food, drink, and smoking policies
- security policies
- procedures in case of accident or injury

The director/choreographer and stage manager will all read and sign a statement that they have read and are familiar with the Safety and Security Manual of Winthrop's Department of Theatre and Dance.

The members of the production company are also expected to behave in a professional and collegial way. This includes, but is not limited, to:

- respecting and caring for the space and equipment
- respecting the students, staff, and faculty in the department
- being flexible, willing to negotiate and work with others when problems arise
- adhering to the policies as stated in the Student Conduct Code

Johnson Studio Theatre

1. Scheduling. The Studio Theatre Season is divided into four production slots. Each Fall semester the first slot is available for Student Works, while the second slot is reserved for the THRA 431 One-Act Play Festival. The faculty has the option to reserve one of these slots for a faculty directed production. The two remaining slots are available for Student Works proposals or the THRA 414 Musical Theatre Workshop performance.

A slot for Student Works is a four-week block of time in the studio theatre for that production company to hold rehearsals culminating in five public performances. Rehearsals may begin sooner than four weeks prior to opening. However, the production company may have to find alternative rehearsal space, as the studio theatre will be available only for the approved four-week period. All Student Works proposals must include a calendar showing at least six weeks of rehearsal prior to opening.

Auditions for all Student Works will be held in conjunction with the Department's main stage auditions. This will minimize scheduling conflicts within the various aspects of the department's academic and production calendars.

2. Funding. The department will bear the expense for scripts, royalties, and copying of programs and 100 promotional flyers (see details in next section). The department will provide house and box office management as well as poster design, printing and circulation. The department will also provide \$400 for production expenses for each Student Work. All tangible items purchased with these funds will become the property of the department. Admission will be charged, with revenues returning to the department.

3. Production Company. The Production Company for each Student Work will consist of the director/choreographer, stage manager, assistant stage manager (optional), cast and designers. The director/choreographer must be enrolled in Advanced Practicum (THRT 470) or Independent Study in Dance (DANT 471-73) and receive a grade from the faculty advisor for managing the project. The director/choreographer must have at least a 2.5 cumulative grade point average. Actor may not earn course credit for performing in a Student Work. Student directors must have successfully completed Directing II or have permission of the Department Chair and Theatre and Dance Faculty before they can be approved to direct a Student Works production.

When the student director submits the production proposal, the proposal will NOT include a list of the students who will serve on the production team. After the proposal is approved for the season, the department faculty will solicit student applications for the positions of stage manager, assistant stage manager, scenic designer, lighting designer, etc. and then appoint students to the production team after consulting with the student director.

The Production Company will be responsible for all aspects of the production including:

- conducting at least 2 design concept meetings before rehearsals begin;
- conducting the auditions and rehearsing the production;
- conducting weekly production meetings;
- preparation of prop, costume and scenic elements;
- preparation of any music or sound effects;
- acquiring running crew either through THRA 180 (if available) or from approved volunteers.
- cue-setting and run of lights and sound;
- preparation of publicity materials including: press release and program where ""Preparation" includes
 - the writing of materials
 - getting department and university approval
 - adhering to department deadlines for all publicity materials
 - Posters are limited to 11 X 17 paper.
 - The stage manager will collect and deliver head shots, bios, and other publicity information to the department administrative assistant.
- a complete and thorough strike after the final performance;
- Keeping the space clear of all trash, including food or drink. All trash must be removed at the end of every rehearsal or meeting in the space. If this policy is not adhered to, then food and drink privileges will be denied.
- security of the space throughout the rehearsal and performance period (Note: the stage manager will be issued keys at the beginning of the four-week period and will return the keys on the first business day after the production closes)
- Scheduling a post-show discussion by the stage manager in collaboration with the faculty advisors.

4. Supervision. Each Student Works production will have two faculty advisors from the Department of Theatre and Dance. The advisors' job is to serve as consultants to the director and production company. The advisors shall:

- Approve the rehearsal and tech schedule;
- Inform the student director/production company of guidelines and good practice for producing a student work;
- Observe auditions, rehearsals and performances and provide constructive feedback;
- Serve as advocates for the student director/production company;
- Attend production meetings;
- Serve as official instructors of the Advanced Practicum course
 - (THRA 470) for the student director
 - (DANT 471-73) for the student choreographers
 - (THRT/DANT 395/495) for the student designers, stage manager, and ASM
- Serve as liaisons between the department and the production company.

5. Staging Parameters.

- Adhere to the approved configuration: three-sided (north side open) and approved number of seats (91);
- Chairs, seating platforms and classroom equipment may not be removed from the studio space for rehearsals or performances;
- Only necessary technical staff are allowed on the tech deck;
- No fire exits may be blocked by scenery (see ground plan for "scenery free" zones)
- No open flames may be used.
- No smoking allowed
- Limited use of lighting equipment to include
 - ETC Element lighting console
 - Existing house rep plot
 - Any ETC Source Four Junior fixtures available
- Lobby and hallway furniture may not be used on stage or for rehearsals;
- Limited use of the furniture and prop collection subject to approval of faculty advisor.
- Limited use of the costume collection – subject to approval of faculty advisor
- A complete strike is required after the close of the production: all items borrowed from the department collections must be returned clean and in proper condition; if stock elements, walls, or floor has been painted, they must be repainted basic black; specials must be removed; the Studio Theatre must be swept clean. All strike requirements must be confirmed with the Technical Director.

Student Designer Expectations for Student Works

General Parameters:

Student designers will enroll in THRT/DANT 395 (one credit) prior to beginning any work on the production. The number of credits enrolled will be determined by an agreement between the student designer and the faculty member supervising the project. (See guidelines for directed study)

Deadlines and Attendance:

Student designers will:

- meet all production schedule deadlines on the production calendar.
- meet all deadlines (set by the supervising faculty member) for the various assignments involved in the project.
- attend all concept meetings and all production meetings.
- hold individual conferences with the design faculty advisor at least once per week.

- complete the project within the allocated budget.
- Attend the post-show discussion session.

Assignments:

The student designer will complete the following in the process of presenting the show:

- Fully execute the design;
- Submit working drawings, pre-production renderings, models, plots, cuesheets as appropriate (design=scenic, lighting, costume, sound, props, makeup);
- Take and archive photo images of design process as directed by the supervising faculty member.

Grading:

- 30% Quality Factors (artistic/substantive achievement);
- 10% Attendance Factors (as outlined above);
- 10% Deadline Factors (as outlined above);
- 50% Portfolio Submission (timeliness and thoroughness of the required elements).

Student Stage Manager Expectations for Student Works

General Parameters:

Student designers will enroll in THRT/DANT 395 (one credit) prior to beginning any work on the production.

Deadlines and Attendance:

Student stage managers will:

- Meet all production schedule deadlines on the production calendar.
- Meet all deadlines (set by the supervising faculty member) for the various assignments involved in the project.
- Attend all concept meetings and all production meetings.
- Hold individual conferences with the supervising faculty member at least once per week.
- Attend all rehearsals and performances.
- Attend the post-show discussion session.

Assignments:

The student stage manager will complete the following in the process of presenting the show:

- Execute the responsibilities of the position of stage manager, following the guidelines in the department's stage manager's handbooks;
- Submit a complete prompt book (as outlined in the stage manager's handbook) upon completion of the production.

Grading:

- 30% Quality Factors (artistic/substantive achievement);
- 10% Attendance Factors (as outlined above);
- 10% Deadline Factors (as outlined above);
- 50% Portfolio / promptbook (timeliness and thoroughness of the required elements).

Minor in Theatre

The minor in theatre consists of 18 semester hours:

- THRT 110 (3) Introduction to Design for Theatre
- THRT 115 (3) Introduction to Production
- THRT 210 (3) Script Analysis
- THRA 120 (3) Acting I
- THRA 180 (0) Technical Theatre Practicum

And 6 hours from any other THED, THRT or THRA courses numbered above 299.

Winthrop Dance Theatre Policies and Procedures

1. Winthrop Dance Theatre is open to dance majors, dance minors and the Winthrop student population.
2. Students must attend the unified auditions and complete a Winthrop Dance Theatre audition form.
3. Students are cast through a unified dance audition process held in the first week of each semester.
4. All choreographers who are preparing pieces for the WDT concert must be present at the unified auditions and cast students from these auditions.
5. Choreographers inform the students of the various pieces they are creating, post the rehearsal times, and the students who are interested proceed to audition. Choreographers may conduct callback auditions if needed.
6. Choreographers post the cast list of the dancers they have chosen. Dancers and understudies initial beside their names to signify that they agree to commit to the individual pieces in which they are cast.
7. Students will not be cast in more than three dance pieces for the WDT concert.
8. Students who are cast in dance pieces must be enrolled in at least one dance technique class during the same semester as Winthrop Dance Theatre.
9. Students must be in good academic standing to be cast in a piece for WDT.

10. Students participating in Winthrop Dance Theatre will be enrolled in DANA 444.
11. Students who are cast in pieces will be asked to sign a contract of commitment for the duration of the rehearsal and production period (as part of the syllabus for DANA 444).
12. Attire: all students are required to wear proper clothing and conform to behavioral expectations as outlined in the [Policies for Dance Students](#) in the Student Handbook.

Stage Manager's Manuals

[Winthrop Theatre Stage Manager's Manual \(pdf - 132 KB\)](#)

[Winthrop Dance Theatre Stage Manager's Manual \(pdf - 145 KB\)](#)